

AGENDA

METROPOLITAN CIVIL SERVICE COMMISSION

MARCH 14, 2006

PLACE & TIME: Civil Service Conference Room, Suite 163, 222 Building, 3rd Avenue North, Nashville, Tennessee, March 14, 2006 at 8:30 a.m.

CSC MEMBERS: Mr. William H. Farmer, Mr. R. Steve Corbitt, Mr. Michael Allen, Ms. Ervina Jarrett and Ms. D. Billye Sanders

(A) MINUTES: Approval of the minutes for the **February 14, 2006** Civil Service Commission regular meeting.

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>BEER BOARD</u>			
Smith, Mark E	Office Support Rep 3	New Hire	02/13/06

EMERGENCY COMMUNICATION CENTER

Feinstein, Richard S	Emerg Telecommunications Officer 1	New Hire	02/13/06
Nixon, Lynda S	Emerg Telecommunications Officer 1	New Hire	02/13/06
Osuch, Sarah E	Emerg Telecommunications Officer 1	New Hire	02/13/06
Royal, Ellen L	Emerg Telecommunications Officer 1	New Hire	02/13/06
Schonborg, Irma L	Emerg Telecommunications Officer 1	New Hire	02/13/06
Vidal, Alyanis	Emerg Telecommunications Officer 1	New Hire	02/13/06
Whitworth, Holly R	Emerg Telecommunications Officer 1	New Hire	02/13/06

FINANCE

*Holland, Lannie B.	Finance Assistant Director	Dept Transfer/Lateral	02/13/06
Robinson, Deborah J	Finance Officer 2	New Hire	02/27/06
^Mehic, Samir	Finance Officer 3	Dept Transfer/Promotion	02/13/06
Robertson, Essie	Finance Officer 3	New Hire	02/06/06
Sesler, Dickie L.	Information Systems Specialist	Promotion	02/13/06

*Department Transfer from Human Resources (HR Assistant Director SR 15) to Finance (Finance Assistant Director SR 15)

^Department Transfer from Social Services (Finance Officer 1, SR 8) to Finance (Finance Officer 3 SR 12)

GENERAL SERVICES

Hahn, Klemm E	Automotive Service Writer	New Hire	02/01/06
*Dawkins, Lynette S	Human Resources Analyst 3	Dept Transfer/Promotion	02/13/06
^Harris, Kevin J.	Radio Tech 1	Dept Transfer/ Vol Reduction In Grade	02/13/06

*Department Transfer from Human Resources (HR Analyst 2, SR 10) to General Services (HR Analyst 3, SR 12)

^Department Transfer from Parks (Park Police 2, SR 8) to General Services (Radio Tech 1, TG 8)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
Barrett, Robert R.	Professional Specialist	Promotion	02/27/06
Greer, Marla M.	IS Systems Advisor 1	Promotion	02/13/06

INFORMATION TECHNOLOGY SERVICES

Martin, Evans L.	Communications Specialist	Promotion	01/30/06
Mathe, Christopher A	Systems Advisor 1	Promotion	02/13/06

PARKS

Morris, Christopher R	Maintenance & Repair Worker 3	Promotion	02/10/06
Netsch, Timothy F	Parks & Recreation Superintendent	Promotion	02/10/06
Gleaves, Christopher S	Plumber	New Hire	02/10/06
Fitzpatrick, Pamela D	Safety Coordinator	New Hire	02/21/06

POLICE

Greer, Leland	Computer Operator 2	Promotion	12/01/05
Evans, Felicia Karina	Crime Scene Technician 1	New Hire	02/16/06
Graham, Jenness D	Crime Scene Technician 1	New Hire	02/16/06
Primm, Alicia L	Crime Scene Technician 1	New Hire	02/16/06

PUBLIC LIBRARY

Larson, Deanna L	Administrative Services Officer 3	New Hire	02/13/06
*Heatwole, Lucas D.	Circulation Assistant 1	Transition to Civil Service	02/13/06
Bowers, Terry	Custodian 1	New Hire	01/30/06
Martin, Brenda B	Custodian 1	New Hire	02/13/06
Mandyck, Maura B	Library Manager 2	Promotion	02/13/06
Neff, Linda S.	Library Manager 2	Promotion	02/13/06
Drake, Emily D	Library Manager 3	Promotion	01/30/06

*Transition to Civil Service from Part Time Status

PUBLIC WORKS

Cantu, Berardo D.	Compliance Inspector 2	Promotion	02/13/06
Maclin, Byron O.	Equipment Operator 3	Promotion	02/13/06
Ribaudo-Waidler, Michael L.	Equipment Operator 3	Promotion	02/27/06
Wade, Reginald E	Equipment Operator 3	New Hire	02/13/06
Potter, John R.	Maintenance & Repair Leader 1	Promotion	02/13/06
Trout Jr., Joe T.	Maintenance & Repair Leader 1	Promotion	02/13/06

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Bass, Kevin J.	Correctional Officer 1	New Hire	02/06/06
Beyer, Isaac R.	Correctional Officer 1	New Hire	02/06/06
Bunting, Marilyn E.	Correctional Officer 1	New Hire	02/06/06
Craig, Teresa D.	Correctional Officer 1	New Hire	02/06/06
Dishware II, Benjamin A.	Correctional Officer 1	New Hire	02/06/06
*England, Christopher M	Correctional Officer 1	Dept Transfer/ Vol Reduction In Grade	02/06/06
Fields, Seam S.	Correctional Officer 1	New Hire	02/06/06
Hopper, Sheila K.	Correctional Officer 1	New Hire	02/06/06
Jones, Timothy L.	Correctional Officer 1	New Hire	02/06/06
Kelly, Rodney A.	Correctional Officer 1	New Hire	02/06/06
Kennedy, Michael Y.	Correctional Officer 1	New Hire	02/06/06
King, Jared A.	Correctional Officer 1	New Hire	02/06/06
Law, David J.	Correctional Officer 1	New Hire	02/06/06
Lewis, Kevin C.	Correctional Officer 1	New Hire	02/06/06
Mats, John W.	Correctional Officer 1	New Hire	02/06/06
Patton-Bayne, Gail L.	Correctional Officer 1	New Hire	02/06/06
Poole, Yolanda R.	Correctional Officer 1	New Hire	02/06/06
Potts, Timothy M.	Correctional Officer 1	New Hire	02/06/06
Ramsey Jr., Jerry L.	Correctional Officer 1	New Hire	02/06/06
Reid, Dewayne	Correctional Officer 1	Re-Hire	03/01/06
Simpson, Norman W.	Correctional Officer 1	New Hire	02/06/06
Stott man, Rachel H.	Correctional Officer 1	New Hire	02/06/06
Sublet, Maurice C.	Correctional Officer 1	New Hire	02/06/06
Taylor, Steven A.	Correctional Officer 1	New Hire	02/06/06
Tidal, Penny M.	Correctional Officer 1	New Hire	02/06/06
Tolliver, Erica L.	Correctional Officer 1	New Hire	02/06/06
Ward II, Thomas J.	Correctional Officer 1	New Hire	02/06/06
Washington Jr., Sherwood L.	Correctional Officer 1	New Hire	02/06/06
Wyatt, Carlton J.	Correctional Officer 1	New Hire	02/06/06

*Department Transfer from Police (Police Security Guard, SR 6) to Sheriff (Correctional Officer, CO1)

SOCIAL SERVICES

Morgan, Dwindle	Administrative Services Officer 4	New Hire	02/21/06
Vorderstrasse, Julie	Social Worker 3	New Hire	02/13/06
Williams, Regina M	Social Worker 3	New Hire	02/13/06

WATER SERVICES

Johnson, Harold D	Industrial Electrician 1	New Hire	01/28/06
Adkins, Donna L	Office Support Rep 2	New Hire	02/11/06
*Richard, Tanya A	Office Support Rep 2	Dept Transfer/ Vol Reduction In Grade	02/11/06
^Saad, Sharon V	Office Support Rep 2	Dept Transfer/ Vol Reduction In Grade	01/14/06

*Department Transfer from Community Education Alliance (Program Coordinator, SR 9) to Water (Office Support Rep 2, SR 5)

^Department Transfer from Human Resources (Application Tech, SR 7) to Water (Office Support Rep 2, SR 5)

(C) TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Harbert, Patti Carter	Office Support Rep 3	Resignation	Assessor Of Property	01/30/06
Lee, Charles K.	Beer Permit Inspector 2	Pension	Beer Board	01/27/06
Gower, Jennifer M.	Emer Telecommunications Officer 1	Resignation	Emerg Comm Center	01/24/06
Watson, Kimberly J	Emer Telecommunications Officer 3	Resignation	Emerg Comm Center	01/17/06
Davis, Brandon K.	Emer Telecommunications Trainer	Deceased	Emerg Comm Center	01/19/06
Beatty, Robert A	Fire Captain	Pension	Fire	01/30/06
Norman Jr., J D	Automotive Shop Supervisor	Pension	General Services	01/20/06
Weddell, Daniel A	Compliance Inspector 3	Dismissal	General Services	01/31/06
Marshall, Robert H	Finance Officer 2	Resignation	General Services	01/23/06
Pannell, John C	Maintenance & Repair Leader 2	Resignation	Parks	01/27/06
Fryer, Billy E	Police Officer 3	Pension	Police	02/03/26
Hagewood, Kelma J.	Circulation Assistant 1	Deceased	Public Library	02/08/06
Hall, Dorothea V.	Circulation Assistant 1	Resignation	Public Library	01/21/06
Clemmer, Brenda K.	Circulation Assistant 2	Pension	Public Library	01/31/06
Couch Jr., Wallace Bell	Engineer In Training	Resignation	Public Works	01/31/06
Jones, Johnny W.	Equipment Operator 2	Resignation	Public Works	02/17/06
Morales, Pamela J.	Office Support Rep 1	Dismissal	Public Works	02/17/06
Bryant, Wayne C.	Correctional Officer 1	Resignation	Sheriff	01/29/06
Smith, Kimberly L	Correctional Officer 1	Resignation	Sheriff	02/02/06
Miller, Paul C.	Special Projects Manager	Dismissal	Social Services	01/31/06
Clouse, Michael H	Maintenance & Repair Leader 2	Pension	Water Services	01/29/06
Whitsitt III, James M	Technical Services Coordinator	Pension	Water Services	01/31/06
Dye, Terry L.	Treatment Plant Tech 1	Deceased	Water Services	01/30/06

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Office Support Rep 3 - Beer Board	Open	Beer Board
Office Support Rep 3 - Codes	Dept	Codes
Finance Officer 2 - Contracts	Open	Finance
Finance Officer 3 - Budgets	Open	Finance
IS Applications Analyst 3 - BS/HR	Open	Finance
IS Applications Analyst 3 - BS/PR	Open	Finance
Radio Technician 2	Dept	General Services
Professional Specialist	Dept	Human Resources
IS Operations Tech 2 - Tech Sup Center	Dept	ITS
Library Manager 2 - Cataloging	Dept	Library
Library Manager 2 -Collection Development	Dept	Library
Concessions Clerk 1	Open	Parks
Maintenance & Repair Worker 2 - Landscaping	Open	Parks
Maintenance & Repair Worker 3 - Masonry	Open	Parks
Maintenance & Repair Worker 3 - Trees	Dept	Parks
Plumber	Open	Parks
Program Coordinator - Recreation	Dept	Parks
Program Coordinator - Fitness	Dept	Parks
Safety Coordinator	Open	Parks
Special Skills Instructor - Seniors	Dept	Parks
Administrative Services Manager - Media	Open	Police
Crime Scene Technician 1	Open	Police
Police Captain	Dept	Police

(D) ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Equipment Operator 3 - Paving	Dept	Public Works
Correctional Officer Lieutenant	Dept	Sheriff's
Administrative Services Officer 4-Quality Assurance	Open	Social Services
Engineer 2 - Assets Management	Dept	Water Services
Engineer 2 - Develop & Review	Dept	Water Services
Engineer 2 - WS Planning Operations	Open	Water Services
Engineer 3 - Route Services	Open	Water Services
Engineering Tech 2 - Inflow	Dept	Water Services
Treat Plant Shift Operations - Whites Creek	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
01/11/05	Program Coordinator - Community Ed	37	Open
09/12/05	Finance Manager - Police	69	Open
12/07/04	Correctional Officer 2	16	Dept

DEPARTMENTAL ITEMS**GENERAL SERVICES**

Item #1: Nancy Whittemore, Director, requests approval for an Increment Advancement for Ms. Dianna Atwood, Administrative Specialist, Step 4 to Step 6, effective March 14, 2006. SR 11

EMERGENCY COMMUNICATION CENTER

Item #2: RoxAnn Brown, Director, requests approval for Extended Administrative Leave with Pay for Michael Lloyd, Emergency Telecommunications Officer 4, from December 29, 2005 thru February 23, 2006.

HUMAN RESOURCES

Ms. Dorothy S. Berry, Interim Director, submits the following for the Commission's consideration and appropriate action:

Item #3: Request Approval of revision to Civil Service Policy 7.2B-I, Police Promotional procedure for Classifications of Police Sergeant, Lieutenant, and Captain.

Item #4: Request approval of Revision to Civil Service Policy 6.8 A-I - Disciplinary and Grievance Appeal Procedures Part B - Selection of Administrative Law Judge or Hearing Officer

Item #5: Review of Order – Determination of Back Pay for James Ballentine, Water Services (Thirty (30) Days Suspension and Demotion to Water Maintenance Technician I)

Item #6: Review of Agreed Order - Marlene Passons, MAC/Grievance

Item #7: **JOB DESCRIPTION**

CAD/GIS Analyst 1
CAD/GIS Analyst 2
Emergency Communications Assistant Director

Item #8: Benefit Board Election Plan – Fire Department Representative - May 2006

Item #9: Benefit Board Election Plan – Retired Employee Representative – May 2006

Item 10: Report on Benefit Board Election – Police Representative

Item #11: Communiqués from the public on pending hearings



Requests for ADA accommodation should be directed to the Metro Human Resources Dept. @ 862-6640